

**Request for Qualifications (“RFQ”)
For
Professional Construction Engineering for Bridge Projects
Albany Park Stormwater Diversion Tunnel**

**Requisition No: 93295
Specification No: 126897**

Required for use by:
CITY OF CHICAGO
(Department of Transportation)

Issued by:
CITY OF CHICAGO
(Department of Procurement Services)
**ONE (1) ORIGINAL, THREE (3) COPIES & ONE (1) CD-ROM
OF THE RESPONSE TO BE SUBMITTED**

All of the responses must be addressed and returned to:

Jamie L. Rhee, Chief Procurement Officer
Department of Procurement Services
City Hall-Bid & Bond-Room 301
121 N. LaSalle Street
Chicago, Illinois 60602

A pre-submittal conference will be held on December 15, 2014, at 11:00 A.M., Central Time, at the Department of Procurement Services, 11th Floor – Conference Room 1103, City Hall

**ALL RESPONSES MUST BE RECEIVED BY 4:00 P.M. CENTRAL TIME ON
JANUARY 2, 2015**

Responses must be submitted in sealed envelope(s) or package(s). The outside of the package or envelope must clearly indicate the project description, “**RFQ for Construction Engineering for Bridge Projects: Albany Park Stormwater Diversion Tunnel**”, the Specification Number and Requisition Number and the time and the date specified for receipt. The name and address of the Respondent must also be clearly printed on the outside of the envelope(s) or package(s)

RAHM EMANUEL
MAYOR

JAMIE L. RHEE
CHIEF PROCUREMENT OFFICER

Brenda Chagoya, Senior Procurement Specialist, (312) 744-5774

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I. INTRODUCTION

The City of Chicago (“**City**”), acting through its Department of Transportation (“**CDOT**” or “**Department**”), invites the submission of responses for, “**RFQ for Construction Engineering for Bridge Projects: Project: Albany Park Stormwater Diversion Tunnel**” If your firm has demonstrated experience in the Project Category specified in the Scope of Services, and you are interested in making your services available to the City of Chicago, you are invited to respond to this “Request for Qualifications.”

The intent of the Request for Qualifications (“**RFQ**”) is to identify qualified Respondents having demonstrated experience, expertise and resources to provide the Services as further described in the Scope of Services.

This RFQ is open to all qualified respondents that have been pre-qualified by IDOT for “Construction Inspection”.

Respondents must include their company’s current prequalification letter from IDOT for “Construction Inspection”.

Respondents who are not currently prequalified may respond to this RFQ by concurrently submitting a prequalification to IDOT and include evidence of their prequalification submittal to IDOT in the relevant categories in their Proposal package.

Information regarding the IDOT prequalification program can be found here:

<http://idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

<http://idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Design-and-Environment/Description%20and%20Minimum%20Requirements.pdf>

"Respondent(s)" means the entities that submit Proposals in response to this RFQ. The Respondent(s) awarded an Agreement pursuant to this RFQ, if any, are sometimes referred to herein as "**Consultant(s)**." "**Agreement**" refers to an agreement awarded to a Consultant.

GENERAL INVITATION

The City of Chicago invites the submission of responses for **“RFQ for Construction Engineering for Bridge Projects: Albany Park Stormwater Diversion Tunnel”**. If your firm has demonstrated experience in Construction Engineering/Inspection and related construction schedule coordination as further described in the Scope of Services, and you are interested in making your services available to the City of Chicago, you are invited to respond to this “Request for Qualifications.”

One (1) Original, three (3) copies & One (1) CD-ROM of the response must be signed by an authorized representative, enclosed in sealed envelope(s) or package(s), addressed and submitted to the Office of the Chief Procurement Officer, Bid & Bond, Room 301, 121 North LaSalle Street, City Hall, Chicago, Illinois 60602; if hand carried, place in the depository located in the Bid & Bond Room at City Hall, Room 301 by **4:00 p.m., Central Time on January 2, 2015**. Copy 1 of 4 must be marked **ORIGINAL**. The outside of each envelope or package must be labeled:

“Request for Qualifications (RFQ) for Construction Engineering for Bridge Projects: Project: Albany Park Stormwater Diversion Tunnel”

Requisition Number: 93295 - Specification Number: 126897

CAUTION: LATE SUBMITTALS - When responses are delivered by mail or messenger to the Chief Procurement Officer, the Respondent is responsible for their delivery **BEFORE** the due date and time.

Proposals must be received by the Chief Procurement Officer at the address shown in the RFQ up to the date and time shown here. It is the Respondent’s sole responsibility to see that the Proposal is received as stipulated. The Chief Procurement Officer may leave unopened any Proposal received after the date and time set for receipt of the Proposal. The time for the deadline of the Proposals will be determined solely by the clock located in the Bid & Bond Room. Any such unopened Proposals will be returned to the Respondent at the Respondent’s expense. Respondents are responsible for the timely delivery of the submittal documents. Failure by a messenger delivery service or printing service to meet the deadline does not relieve the Respondent of the deadline for submittal of the Proposal. Proposal packages must be complete and contain the number of copies shown in the RFQ document. The Chief Procurement Officer reserves the right to reject any Proposal which deviates from the Submittal Requirements. No additional or missing documents will be accepted after the due date and time except at the sole discretion of the Chief Procurement Officer.

Any false statement(s) made by the Respondent(s) will void the response and eliminate the Respondent(s) from further consideration.

For procurement information, contact Brenda Chagoya Senior Procurement Specialist, at (312) 744-5774. For Request for Qualifications ("RFQ") document, call the Bid & Bond Room at (312) 744-9773.

1. Downloadable Document.

Respondents that download a proposal from the City of Chicago's website: www.cityofchicago.org/bids, instead of picking it up in person from the City of Chicago's Bid and Bond Room, are responsible for checking the City of Chicago's website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the City's website will not relieve the Respondent from being bound by any additional terms and/or conditions in the clarification and/or addenda. The city will not be responsible for a bidder's failure to consider additional information contained therein in preparing the proposal.

If the proposal is downloaded from the City of Chicago's website instead of picking it up in a hard copy paper form from the City of Chicago's Bid and Bond Room, the Respondent must contact the city of Chicago, Department of Procurement Services, Bid & Bond Room by email at bidandbond@cityofchicago.org, referencing Specification No. 126897 to register Respondent's company as an RFQ document holder, which will entitle Respondent to receive any future clarifications and/or addendum related to this RFQ.

Any harm to the Respondent resulting from such failure to obtain all necessary documents will not be valid grounds for a protest against award(s) made under this RFQ.

2. Submission of Questions or Requests for Clarifications

Respondents must communicate only with the Department of Procurement Services. All questions or requests for clarification must be in writing, sent by mail or email, and directed to the attention of Brenda Chagoya, Senior Procurement Specialist, at brenda.chagoya@cityofchicago.org, Department of Procurement Services, Room 806, City Hall and must be received no later than 4:00 p.m. Central Time, on December 17, 2014. Respondents are required to submit questions one (1) week prior to the scheduled Pre-Submittal Conference. The face of each envelope or the Subject line of the email must clearly indicate that the contents are "Questions and Request for Clarification" about the RFQ, and are "Not a Proposal" and must refer to **"Request for Qualifications ("RFQ") for Construction Engineering for Bridge Projects - Albany Park Stormwater Diversion Tunnel"**. No telephone calls will be accepted unless the questions are general in nature. A Respondent that deviates from any of these restrictions may be subject to immediate disqualification from this RFQ process.

3. Pre-Submittal Conference

The City will hold a Pre-Submittal Conference at City Hall, Department of Procurement Services, Room 1103, 121 N LaSalle St., Chicago, Illinois 60602, at 11:00 a.m. Central Time, on December 15, 2014. All interested parties are invited to attend. The City will answer questions and clarify the terms of the RFQ at the Pre-Submittal Conference. The City may respond both to questions raised on the day of the conference and to questions faxed or mailed prior to the deadline for receipt of questions.

Important Note: If a firm is at least 50 miles from Chicago, a representative of the firm may request from Bid & Bond Room personnel that a copy is mailed to the firm. Respondents may request the Bid & Bond Room personnel to mail them a copy of the RFP by faxing the Bid &

Bond Room a completed Federal Express Airbill or make arrangements with Bid & Bond Room personnel to have a package ready for pickup by another courier service. The City of Chicago accepts no responsibility for the timely delivery of materials, and Respondents are solely responsible for acquiring necessary information, addenda and/or materials.

The City of Chicago, Directory of Certified Minority Business Enterprises and Women Business Enterprises and Disadvantaged Business Enterprises is available in the Bid & Bond Room, Room 301, City Hall, 121 North LaSalle Street, Chicago, Illinois 60602 or call (312) 744-9773.

The Chief Procurement Officer reserves the right to reject any submittal that deviates from the submittal requirements. No additional or missing documents will be accepted after the due date and time except as may be requested by the Chief Procurement Officer.

COLLECT CALLS NOT ACCEPTED

II. SCOPE OF SERVICES

The scope of work shall include but will not be limited to the following:

Construction Engineering for Bridge Projects

Albany Park Stormwater Diversion Tunnel Scope of Services:

The Albany Park Stormwater Diversion Tunnel is a proposed tunnel which will reduce flood levels along the North Branch of the Chicago River ("NBCR") in the area located between Pulaski Road and the confluence of the NBCR and the North Shore Channel ("NSC") in the Albany Park neighborhood, in Chicago, Illinois.

The proposed diversion tunnel design consist of a horizontal tunnel, an inlet structure and an outlet structure, and primarily follows the Foster Avenue right-of-way. The tunnel adit will be a 5,800 foot long, concrete-lined 18-foot diameter barrel constructed by a tunnel boring machine with a rock cutting face, approximately 150 feet below existing grade.

The inlet structure will belocated at Eugene Field Park (intersection of W. Foster Avenue and N. Springfield Avenue) and design includes a 20-foot diameter vertical drop shaft, a fixed-elevation intake diversion weir constructed of a PZC13 sheet pile wall, a concrete splash apron, and a concrete intake structure with a steel trashrack.

The outlet structure will be located at River Park (south of W. Foster, east of the NSC) and design includes a 35-foot diameter vertical shaft, a box culvert-type concrete flared end section with a trashrack, a concrete apron with wingwalls, and stone rip-rap for energy dissipation and to prevent scour. The flows are directed into the NSC, approximately 300 feet upstream of the current confluence of the NBCR and the NSC, on the east bank of the NSC.

The tunnel will operate passively due to a vertical head difference between the inlet and outlet structures, whenever the NBCR crests over the intake weir, set at the optimal elevation which will eliminate overbank flooding into the Albany Park neighborhood. However, two 200-horsepower pumps will be used to dewater the tunnel after a storm to prevent water stagnation.

Other project features include utility work and coordination, lighting, site restoration and landscaping, including turf and trees.

CDOT seeks Construction Engineering Services for the Albany Park Stormwater Diversion Tunnel. This project is expected to commence in spring 2015 and will last approximately 24 months. The project will be administered by the CDOT Division of Engineering and will require M/WBE participation.

The Consultant will oversee the construction of this project; the scope of construction work includes:

- Site preparation at the inlet and outlet structure locations, including clearing, grubbing, tree protection, temporary fence installation, construction of temporary haul roads and installation of temporary traffic control devices
- Delivery, assembly, lowering, commissioning and operation of the tunnel boring machine on the adit tunnel
- Excavation of the vertical inlet and outlet shafts (including the starter and tail tunnels), to include mechanical and/or explosive blasting methods
- Coordination with all affected stakeholders within 500 feet of any blasting zone(s)
- Construction of the inlet structure, including all appurtenances per plans
- Construction of the outlet structure, including the pump station, control house, mechanical, electrical features and appurtenances per plans
- Tunneling of the adit with the tunnel boring machine, and lining the tunnel to plan dimensions with concrete
- Hauling off of all spoils from the tunneling and mechanical excavation operations
- Utility work
- Lighting improvements
- Plant new trees and plants
- Restoration of parkland including bike paths and two baseball diamonds/fields
- Coordination with utilities
- Coordination with adjacent property owners and community groups
- Coordination with the City, Metropolitan Water Reclamation District (“MWRD”), Chicago Park District, U.S. Coast Guard, and other agencies as required

Consultant must provide full time individuals who will provide services in the roles of Construction Engineer(s), Resident Engineer(s) and Inspector(s), and be responsible for the supervision, coordination, inspection and documentation (in accordance with CDOT standards) of the construction of the Albany Park Stormwater Diversion Tunnel project.

See below for Additional Scope of Services that applies to all Construction Engineering for Bridge projects.

Additional Scope of Consultant Construction Engineering Services for Bridge Projects

Construction Engineering services shall include, without limitation, the following tasks and responsibilities:

Pre-Construction Phase

- Perform pre-advertisement Drawings/Specifications constructability review for the Project, with a particular focus on the coordination of disciplines, phasing of the construction and the extent to which the Drawings and Specifications provide sufficient and appropriate direction to the general contractor for the construction of the project

- Develop Submittal Register to track all of the contractor submittals required by the Drawings, Specifications, Contractor's Contract and the CDOT General Conditions for construction (collectively, the "Project Documents")
- Incorporate each Addendum into the Project Documents
- Establish CDOT filing system for the Project
- Review Site Conditions to ascertain that such conditions are stated accurately in the Project Documents and establish/record the existing conditions of the Project site prior to the performance of Work by the Contractor
- Establish such Computer Logs as may be necessary to exercise the level of Project controls required by this Agreement and the CDOT General Conditions for construction
- Attend various Project meetings, prepare minutes of those meetings, distribute such minutes as appropriate among participants in the Project, and maintain the records of such meetings and minutes for the Project
- Develop and implement a Project Safety Review Plan to ascertain that the Contractor is meeting its contractual obligations with respect to safety at the job site
- Develop and implement material testing guidelines consistent with the requirements of the Project Documents
- Review IDOT or other Construction Check Lists in order to achieve conformance between such checklists and the Project Documents
- Review IDOT or other Construction Manuals in order to achieve conformance with the Project Documents; upon satisfactory completion of such review of the checklists and manuals, such checklists and manuals shall be Project Documents; monitor and verify the Contractor's compliance with the requirements of such Project Documents

Construction Phase

- Review Shop Drawings/Submittals for completeness, accuracy and compliance with the requirements of the Project Documents
- Verify completeness and accuracy of the Architect/Engineer's Approval of Contractor's Structural submittals prior to the return of such submittals to the Contractor
- Log the submittal of Shop Drawings/Transmittals by the Contractor
- Update and Issue Submittal Log to CDOT on a weekly basis
- Reproduce Drawings or Other Media as required
- Make such entries in the Daily Log and Diary as required by the terms of the Agreement, the Project Documents and standard industry practice
- Monitor/Update Material Certifications
- Inspect Incorporated Materials for compliance with the requirements of the Project Documents
- Update and Issue Material Test Reports Log to CDOT
- Coordinate and Monitor Material Testing Firms to achieve timely and accurate reporting of such tests

- Inspect the Work performed by the Contractor for compliance with the Project Documents
- Verify Contractor's Layout for compliance with the Drawings and Specifications
- Perform General Safety Reviews of Site to ascertain Contractor's compliance with Contractor's Safety Plan and the Project Documents
- Inspection of Contractor's Pedestrian/Vehicular Traffic Control to ascertain Contractor's compliance with Contractor's Safety Plan and the Project Documents
- Maintain Master Project Files consistently with industry standards and the requirements of the Agreement
- Update and Issue Project Logs
- Chair Construction Review Meetings to establish Contractor's compliance with the Project Schedule and the Project Documents
- Prepare and Issue Construction Review Meeting Minutes
- Prepare Project Schedule Status Report/Analysis and furnish such reports and analysis to CDOT as required
- Negotiate Contractor Change Orders
- Update and Issue Contractor's Proposal/Modification Log
- Prepare Proposed Contract Modifications consistently with the terms and conditions of the Project Documents
- Review and Respond to Project Correspondence in a timely and professional manner consistent with the requirements of the Project Documents
- Update and Issue Correspondence Log
- Update and Issue CDOT File Letter Log
- Draft Project Memoranda consistent with the terms of this Agreement, industry standards and the Project Documents
- Prepare CDOT Field Orders
- Update and Issue Field Order Log
- Review Issue "Requests for Information" ("RFIs") to the Architect/Engineer promptly upon receipt from the Contractor
- Review replies from the Architect/Engineer to such RFIs and issue such replies to Contractor promptly upon receipt from the Architect/Engineer
- Update and Issue RFI Log
- Review and Log Certified Payrolls
- Review Monthly Pay Estimates for accuracy and completeness, and process such Estimates upon completion of such review
- Prepare and Issue Preliminary and Final Punch Lists
- Prepare Meeting Agendas
- Attend Various Project Meetings and Prepare Meeting Minutes
- Prepare Biweekly Project Report
- Incorporate All Revisions, including, without limitation, contract modifications, approved shop drawings, and RFI responses into the Project Documents
- Provide Initial Line/Grade for the Project Site
- Coordinate Utility Work between Contractor and the utility companies to achieve compliance with the Project Schedule and Project Documents

- Conduct "Pre-Phase" Meetings
- Perform such Public Relations Duties as may be required by the Agreement and industry practice
- Promptly resolve Design/Coordination Issues with Contractor and the Architect/Engineer, all in a manner consistent with the Project Documents
- Compare Quality Control and Quality Assurance Tests for Concrete, Asphalt and Aggregates for compliance with the Project Documents
- Perform QC Check and Fill Out QC Sheet for All ADA Ramps
- Notify CDOT ADA Coordinator to Perform QA Check for All Ramps Passing QC Check
- Review and approve, in coordination with the IDOT, including Contractor shop drawing submittals, equipment, staging, testing, and scheduling

Post Construction Phase

The consultant is to submit a separate “deliverable” cost for close out activities required for the “Post Construction Phase”. Payment to the consultant for these services will not be made until all required Project Documents are complete and submitted to the City.

- Review All As-Builts for compliance with the Project Documents
- Review for compliance with the Project Documents and deliver As-Built Electrical Plans to Division of Electric Operations
- Coordinate the delivery of fabrication molds to CDOT
- Prepare Final Project Report verifying the Work has been completed and is in conformance with the Project Documents
- Compile and Transmit All Warranties/Guaranties
- Compile and Transmit All O&M Manuals
- Oversee All Punch List Work
- Compile and submit such Final Documentation as may be required by the Project Documents
- Pursue and Complete Final Close-Out in a timely and comprehensive manner

III. PROPOSAL SUBMITTAL REQUIREMENTS

1. **Format.** Proposals must be prepared on standard 8 1/2 x 11 letter size paper. Expensive paper and bindings are discouraged. The City encourages the use of materials containing recycled content.
2. **Cover Letter.** A statement must be signed by an authorized representative of the firm committing to provide the services within the proposed schedule(s). Also, provide the contact person for this RFQ, their phone number and email address.
3. **Executive summary.** A brief narrative must delineate the general understanding of the scope and expected duties and the approach/methodology Respondent is proposing to complete the required Services. Please include information detailing relevant past projects of comparable size, scope and magnitude where the proposed approach/methodology were successfully implemented by the Respondent.
4. **Key Personnel & Organizational Chart.** Identify the project manager and key personnel committed to provide the Services within the proposed schedule, state their role and areas of responsibility/activities on **Attachment 1**. Provide an organizational chart of team firms that will be performing on this Project. Include involvement by MBE and WBE firms. Include resumes and qualifications of key personnel that respondent proposes for performance of the services.
5. **Commitment to meet MBE and WBE goals.** Provide a plan delineating the various anticipated categories and/or disciplines of work/services to be provided by MBE and WBE firms. Provide the names and qualifications for the prospective MBE and WBE firms that you plan to use to fulfill the minimum participation goals for each project. Respondents are required to provide a written statement of their commitment to meet the 25% MBE and 5% WBE goals and submit a MBE and WBE compliance plan.

IV. EVALUATION CRITERIA

The Evaluation Committee will review the submittals in accordance with the following criteria:

1. Quality of the Technical Proposal:

- A. Accurate and full understanding of the project scale, type, unique elements and general approach to achieve the project goals.
- B. Demonstrated success of proposed approach/methodology in past or current similar projects.
- C. Availability and strength of committed personnel and organizational staffing plan to accomplish the goals and objectives of the project.
- D. Capacity to perform the services within a reasonable time.

2. Commitment to meet the **M/WBE** goals.

V. SELECTION PROCESS

The Request for Qualifications will be reviewed by representative(s) from the Department of Transportation and/or other City representatives later identified. The City may choose to conduct interviews, oral presentations and/or seek clarification from selected Respondents. Once the evaluation committee has determined which firms are qualified, the Commissioner of the Department of Transportation will seek the Chief Procurement Officer's concurrence on the list of qualified recommended firms. Upon receipt of the CPO's concurrence, CDOT will negotiate a detailed scope and price proposal with the highest scored qualified firm. The City reserves the right to negotiate with the next highest qualified firm and so on if needed. **CDOT intends to award an agreement with a 36 month term, with the option to extend for up to 12 months.**

Nothing in this RFQ is intended to, nor will be deemed to operate, limit or otherwise constrain the authority, powers, and discretion of the Chief Procurement Officer as set forth in the Municipal Purchasing Act for Cities of 500,000 or More in Population, 65 ILCS 5/8-10-1 et.seq., as amended, and in the Municipal Code of the City of Chicago, as amended.

The City reserves the right to terminate this procurement at any stage if the Chief Procurement Officer determines it to be in the best interest of the City. In no event will the City be liable to Respondents for any cost or damages incurred by Respondents or other interested parties in connection with the procurement process, including but not limited to any and all costs of preparing the RFQ and participation in any conferences, oral presentation or negotiations.

VI. TRANSPARENCY WEBSITE, TRADE SECRETS

Consistent with the City's practice of making available all information submitted in response to a public procurement, all responses to RFQs, any information and documentation contained therein, any additional information or documentation submitted to the City as part of this solicitation, and any information or documentation presented to City as part of negotiation of a contract or other agreement may be made publicly available through the City's website.

However, Respondents may designate those portions of its response which contain trade secrets or other proprietary data ("Data") which Respondent desires remain confidential.

To designate portions of a response as confidential, Respondent must:

A. Mark the cover page as follows: "This response includes trade secrets or other proprietary data."

B. Mark each sheet or Data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this bid."

C. Provide a CD-ROM with a redacted copy of the entire submission in .pdf format for posting on the City's website. Respondent is responsible for properly and adequately redacting any Data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide a CD-ROM with a redacted copy may result in the posting of an un-redacted copy. Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

All responses submitted to the City are subject to the Freedom of Information Act. The City will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information act or valid subpoena. Respondent agrees not to pursue any cause of action against the City with regard to disclosure of information.

ATTACHMENT 1:

Outline of Full-Time Personnel, Experience, and Availability

Key Team Personnel Proposed:

PROPOSED ROLE	NAME OF INDIVIDUAL/ FIRM	REFERENCED PAST PROJECTS (AND ROLE)	LOCAL (L) OR NON-LOCAL (NL) AT PRESENT	DATE (MO/YR) AVAILABLE FULL-TIME
Other				
Other				
Other				
Other				

Attachment 1, continued:

Firm Proposing as Prime Consultant:

	REFERENCED PREVIOUS PROJECTS OF SIZE SIMILAR TO PROPOSED PROJECT(S)	REFERENCED PREVIOUS PROJECTS WITH CDOT OR IDOT AS CLIENT
PROJECT 1		
PROJECT 2		
PROJECT 3		
FIRM'S NUMBER OF LOCAL ENGINEERS (i.e. presently located within Chicago commuting area)		
FIRM'S NUMBER OF NON-LOCAL ENGINEERS		

Subconsultants and M/WBE Commitment:

NAME OF PROPOSED SUBCONSULTANT FIRM	PROPOSED ROLE IN PROJECT(S)	MBE or WBE	EXPECTED PARTICIPATION ON THIS PROJECT

PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

Chicago Department of Transportation Professional Category 8: Construction Engineering for Bridge Projects Albany Park Stormwater Diversion Tunnel

The Consultant must provide and maintain at Consultant's own expense, during the term of the Agreement and during the time period following expiration if Consultant is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverage and requirements specified below, insuring all operations related to the Agreement.

A. INSURANCE TO BE PROVIDED

1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident, illness or disease. Coverage must include United States Long shore and Harbor Workers, Jones Act, when applicable.

2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (not to include Endorsement CG 21 39 or equivalent). The City of Chicago is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the work or Services.

Subcontractors performing work for the Consultant must maintain limits of not less than \$1,000,000 with the same terms herein.

3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, the Consultant must provide Automobile Liability Insurance with limits of not less than \$2,000,000 per occurrence for bodily injury and property damage. The City of Chicago is to be named as an additional insured on a primary, non-contributory basis.

Subcontractors performing work for the Consultant must maintain limits of not less than \$1,000,000 with the same terms herein.

4) Professional Liability

When any architects, engineers or other professional consultants perform Services in connection with this Agreement, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than \$3,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of work on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

Subcontractors performing work for the Consultant must maintain limits of not less than \$1,000,000 with the same terms herein.

5) Valuable Papers

When any plans, designs, drawings, specifications media, data, records, reports and other documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.

6) Marine Protection & Indemnity

When Contractor undertakes any marine operation in connection with this Contract, Contractor must provide Marine Protection & Indemnity coverage with limits of not less than \$1,000,000. Coverage must include property damage and bodily injury to third parties, injuries to crew

members if not provided through other insurance; damage to wharves, piers and other structures, and collision. The City of Chicago is to be named as an additional insured.

7) Property

Consultant is responsible for all loss or damage to personal property (including but not limited to material, equipment, tools and supplies), owned, rented, or used by Consultant.

Consultant is responsible for all loss or damage to City property at full replacement cost.

B. ADDITIONAL REQUIREMENTS

The Consultant must furnish the City of Chicago, Department of Procurement Services, City Hall, Room 806, 121 North LaSalle Street 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. The Consultant must submit evidence of insurance on the City of Chicago Insurance Certificate Form (copy attached) or equivalent prior to execution of Agreement. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of Agreement. The failure of the City to obtain certificates or other insurance evidence from Consultant is not a waiver by the City of any requirements for Consultant to obtain and maintain the specified coverages. The Consultant must advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve Consultant of the obligation to provide insurance as specified herein. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to stop work until proper evidence of insurance is provided, or the Agreement may be terminated.

All Certificates Insurance of Coverage must be signed, dated and referenced the City contract number.

The Consultant must provide for sixty (60) days prior written notice to be given to the City in the event coverage is substantially changed, canceled, or non-renewed.

Any deductibles or self insured retentions on referenced insurance coverages must be borne by Consultant.

The Consultant hereby waives and agrees to require their insurers to waive their rights of subrogation against the City of Chicago, its employees, elected officials, agents, or representatives.

The coverages and limits furnished by Consultant in no way limit the Consultant's liabilities and responsibilities specified within the Agreement or by law.

Any insurance or self insurance programs maintained by the City of Chicago do not contribute with insurance provided by the Consultant under the Agreement.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

If Consultant is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

The Consultant must require all subcontractors to provide the insurance required herein, or Consultant may provide the coverages for subcontractors. All subcontractors are subject to the same insurance requirements of Consultant unless otherwise specified in this Agreement.

If Consultant or subcontractor desire additional coverages, the party desiring the additional coverages is responsible for the acquisition and cost.

Notwithstanding any provision in the Agreement to the contrary, the City of Chicago Risk Management Department maintains the right to modify, delete, alter or change these requirements.